

## APPENDIX B

### CHECKLIST FOR PRELIMINARY PLAT SUBMITTALS

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Name of Plat or Designation: \_\_\_\_\_

**Owner Information :**

<b>Name</b>	_____
<b>Address</b>	_____ _____ _____
<b>Telephone/Fax</b>	_____

**Subdivider Information:**

<b>Name</b>	_____
<b>Address</b>	_____ _____ _____
<b>Telephone/Fax</b>	_____

**Surveyor/Engineer Information:**

<b>Name</b>	_____
<b>Address</b>	_____ _____ _____
<b>Telephone/Fax</b>	_____

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Subdivider To Complete Above As Applicable

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Date Initially Received by Town: \_\_\_\_\_

Fee Received: \$ \_\_\_\_\_

Number of Copies: \_\_\_\_\_

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For Town Use Only

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**SUBMITTAL REQUIREMENTS FOR REVIEW:** (Subdivider or subdivider's agent shall complete the checklist; mark (x) to indicate compliance with the specific requirement; enter (N/A) for any item that is not applicable; leave black any item with which the submittal does not conform. Explanation for unchecked or incomplete items shall be given in the cover letter of application, or a written explanation shall be provided following the item in the checklist. The Town has the right to refuse to accept an improperly completed or incomplete checklist. No map is considered properly submitted to the Town until all of the following provisions have been met (the date of Town receipt shall be noted as the date of a properly completed submittal to the Town).

- ☐ 1. Fifteen (15) copies of the map in the form of a preliminary plat shall be submitted to the Town with a letter of application and completed checklist no less than fifteen (15) business days prior to the requested Town meeting date (Plan Commission) for which it will be initially reviewed.
- ☐ 2. Additional copies shall also be forwarded by the developer to the local electric and telephone utilities.
- ☐ 3. Deposit of \$\_\_\_\_, paid at the time of application.
- ☐ 4. The map shall be clearly marked "Preliminary Plat" in accordance with State Statutes.
- ☐ 5. The survey shall be performed and the map prepared by a land surveyor registered in the State of Wisconsin.
- ☐ 6. When the subdivider expects the Town to act as the transmitting authority in accordance with State Statutes, the application shall state that transmittal responsibility lies with the town, shall contain a list of other authorities to which the plat must be submitted, and shall be accompanied by such additional fees and copies of the plat as are necessary to be transmitted to such authorities.
- ☐ 7. The preliminary plat shall cover the entire area owned or controlled by the subdivider even though only a small portion is proposed for development at the time, and shall be prepared in accordance with applicable state and local law. The Plan Commission may waive the requirement that the preliminary plat cover the entire area where it is unnecessary to fulfill the purpose of the ordinance and undue hardship would result from strict application. Where only by existing public roads or railroads, in lieu of a preliminary plat on the entire area, a comprehensive development plan may be submitted pursuant to this ordinance.
- ☐ 8. A scale of not more than one hundred (100) feet to an inch may be used.
- ☐ 9. The title under which the proposed subdivision is to be recorded.
- ☐ 10. Location of the proposed subdivision by government lot, quarter-quarter section, township, range, county, and state; and a location map showing the relationship between the plat and its surrounding area and to the existing streets.
- ☐ 11. Date, Scale, and North Arrow.
- ☐ 12. Description of the material of which the corner marker(s) are composed.

- ☐ 13. Names and addresses of the owner, subdivider, the surveyor, the engineer, and the professional land planner involved in the plat preparation.
- ☐ 14. The present zoning and any proposed zoning change for the plat and all lands adjacent thereto.
- ☐ 15. Location and elevation of land within a floodplain.
- ☐ 16. Exact length and bearing of the exterior boundaries of the proposed subdivision referenced to a corner established in the U.S. Public Land Survey and the total acreage encompassed thereby.
- ☐ 17. Contours at vertical intervals of not more than two (2) feet where slope of the ground surface is less than twenty (20) percent, and of not more than five (5) feet where the slope of the ground surface is twenty (20) percent or more. Elevations shall be marked on such contours based on USGS data.
- ☐ 18. Water elevation of adjoining lakes and streams at the date of the survey and approximate high and low water elevations, based upon or established by the best available data.
- ☐ 19. Location, right-of-way width and names of all existing streets, alleys or other public ways, easements, railroad and utility right-of-way and all section and quarter section lines within the exterior boundaries of the plat or immediately adjacent thereto.
- ☐ 20. Location and names of any adjacent subdivisions, parks and cemeteries, and owners of record if abutting unplatted lands.
- ☐ 21. Type, width and elevation of any existing street pavements within the exterior boundaries of the plat or immediately adjacent thereto, together with any legally established centerline elevations based upon or established by the best available data.
- ☐ 22. Location, size and invert elevation (where possible or applicable) of the following located within or immediately adjacent to the plat,
  - ☐ (a) Sanitary sewers and manholes.
  - ☐ (b) Storm sewers, manholes and catch basins.
  - ☐ (c) Culverts and drain pipes.
  - ☐ (d) Water mains, valves and hydrants.
  - ☐ (e) Gas mains.
  - ☐ (f) Power, telephone, telegraph and street poles.
  - ☐ (g) Underground electric and transformers.

- ☐ (h) Underground telephone and pedestals.
- ☐ (i) Underground cable television and pedestals.
- ☐ (j) Underground fiber optics and pedestals.
- ☐ 23. If no sewer or water mains are located on or immediately adjacent to the tract, the nearest such sewers or water mains which might be extended to serve the tract shall be indicated by the direction and distance from the tract, size and invert elevations.
- ☐ 24. Locations of all existing property boundary lines, structures, drives, streams and water courses, marshes, rock outcrops, wooded areas, railroad tracks and other significant features within the tract being subdivided or immediately adjacent thereto.
- ☐ 25. Location, width, length, bearing and names of all proposed streets and public right-of-ways such as alleys and easements.
- ☐ 26. Any proposed lake and stream improvement or relocation, and notice of application for approval by the Division of Environmental Protection, Department of Natural Resources, when applicable.
- ☐ 27. Location and approximate dimensions of any sites to be reserved or dedicated for parks, playgrounds, drainage ways or other public use or which are to be used for group housing, shopping centers, church sites or other nonpublic uses not requiring lotting.
- ☐ 28. When a street is on a circular curve, the main chords of the right-of-way lines shall be drawn as dotted or dashed lines in their proper places. All curved lines shall show, either on the lines or in an adjoining table, the radius of the circle, the central angle subtended, the chord bearing, the chord length and the arc length for each segment. The tangent bearing shall be shown for each end of the main chord for all circular lines. When a circular curve of 30-foot radius or less is used to round off the intersection between two straight lines, it shall be tangent to both straight lines, and in such event, it is sufficient to show on the plat the radius of the curve and the tangent distances from the points of curvature to the point of intersection of the straight lines.
- ☐ 29. Any proposed lake and stream access with a small drawing clearly indicating the location of the proposed subdivision in relation to access.
- ☐ 30. Approximate dimensions and setback lines shall be drawn for all lots and outlots together with proposed lot, outlot and block numbers.
- ☐ 31. The subdivider shall provide preliminary street and utility plans and profiles showing existing ground surface, established and proposed grades and locations for streets and public infrastructure facilities, including extensions for a reasonable distance beyond the limits of the proposed subdivision when requested. All elevations shall be based upon USGS data, and plans and profiles shall meet the approval of the Town Engineer.
- ☐ 32. The Engineer may require, and where sanitary sewers are unavailable shall require, that borings and soundings be made in specified areas to ascertain subsurface soil, rock and water conditions, including depth to bedrock and depth to ground water table.

- ☐ 33. Where sanitary sewer is not available, the soil and percolation tests required by Wis. Adm. Code section H.65.06 shall be performed and the results shall be submitted with the preliminary plat. After approval of the preliminary plat but prior to submitting an application for approval of the final plat, each individual lot shall be tested for percolation as specified in Wis. Adm. Code section H62.20 and the results of such tests shall be submitted to the Plan Commission.
- ☐ 34. The Town Plan Commission may require submission of a draft of protective covenants whereby the subdivider intends to regulate land use in the proposed subdivision and otherwise protect the proposed development.
- ☐ 35. Fifteen (15) copies of a complete Erosion Control & Storm Water Management Plan for the preliminary plat area contemplated for development. The plan shall comply with the Town's Erosion Control and Storm Water Management Ordinance.
- ☐ 36. In lieu of the procedure in Item 35, the subdivider may provide two (2) copies of a complete Erosion Control & Storm Water Management Plan along with an additional thirteen (13) copies of an executive summary of the Erosion Control & Storm Water Management Plan for the Town Plan Commission and Town Board review. The plan and summary shall comply with the Town's Erosion Control and Storm Water Management Ordinance.
- ☐ 37. Fifteen (15) copies of a completed Environmental assessment checklist (Appendix A) provided in the Town's Land Division Ordinance, attached to the letter of application or completed checklist.
- ☐ 38. Certification by the surveyor on the face of the preliminary plat that is a correct representation of all existing land divisions and features and that surveyor complied with the provisions of the Town of Pacific's Land Division Ordinance and Chapter 236 of the Wisconsin Statutes.

## **STREETS**

- ☐ 39. Street layouts shall conform to the arrangement, width and location indicated on any applicable official map, master plan or component neighborhood development plan of the Town. In areas for which such plans have not been completed, the street layout shall recognize the functional classification of the various types of streets and shall be developed and located in the proper relation to existing and proposed streets, to the topography, to such natural features as streams and tree growth, to public convenience and safety, to the proposed use of the land served by such streets, and to the most advantageous development of adjoining areas. Each lot of the subdivision must have satisfactory access to a public street.
- ☐ 40. Collector Streets shall be arranged so as to provide ready collection of traffic from residential areas and conveyance of this traffic to the major street and highway system and shall be properly related to the mass transportation system, to special traffic generators such as schools, churches, shopping centers and other concentrations of population, and to the major streets into which they feed.
- ☐ 41. Local Streets shall be arranged to conform to the topography, to discourage use by through traffic, to permit design of efficient storm and sanitary sewer systems, where necessary, and to require the minimum street area necessary to provide safe and convenient access to abutting property.

- ☐ 42. Proposed Streets shall extend to the boundary lines of the tract being subdivided unless prevented by topography or other physical conditions or unless, in the opinion of the Plan Commission, such extension is not necessary or desirable for the coordination of the layout of the subdivision or for the advantageous development of adjacent tracts. Temporary turnarounds may be required where the street ends at the boundary of a subdivision.
- ☐ 43. Arterial Street and Highway Protection. Whenever the proposed subdivision contains or is adjacent to a major street or highway, adequate protection of residential properties, limitation of access and separation of through and local traffic shall be provided by reverse frontage, with screen planting contained in a nonaccess reservation along the rear property line, or by the use of frontage streets.
- ☐ 44. Stream and Lake Shores shall have sixty (60) feet of public access platted to the low water mark at intervals of not more than one-half mile in accordance with the State Statutes. The Town is not required to improve lands provided for public access under the subsection.
- ☐ 45. Alleys shall be provided in commercial and industrial districts for off-street loading and service access unless otherwise required by the Plan Commission. Alleys shall not be used in residential areas unless approved by the Town Board. Alleys shall not be less than 24 feet wide and shall be continuous through blocks. Dead-end alleys shall not be approved, and alleys shall not connect to a major thoroughfare.
- ☐ 46. New street names shall not duplicate the names of existing streets by similar word, spelling or sound, but streets that are continuations of others already in existence and named shall bear the names of the existing streets.
- ☐ 47. Where a street maintains the same general direction except for curvilinear changes for short distances, the same name shall continue for the entire length of the street. Property identification by fire number shall be considered the determining factor in considering whether a change of name is necessary due to curvilinear changes.
- ☐ 48. Limited Access Highway and Railroad Right-of-way Treatment. Whenever the proposed subdivision contains or is adjacent to a limited access highway, arterial street or railroad right-of-way, the design shall provide the following treatment:
  - (a) *Subdivision Lots*. When lots within the proposed subdivision back upon the right-of-way of an existing or proposed limited access highway or a railroad, a planting strip at least thirty (30) feet in depth shall be provided adjacent to the highway or railroad in addition to the normal lot depth. This strip shall be part of the platted lots but shall have the following restriction lettered on the face of the plat: "This strip reserved for the planting of trees and shrubs, the building of structures hereon is prohibited."
  - (b) *Commercial and Industrial Districts*. Commercial and industrial districts shall have provided, on each side of the limited access highway, arterial street or railroad, streets approximately parallel to and at a suitable distance from such highway or railroad for the appropriate use of the land between such streets and highway or railroad, but not less than one hundred fifty (150) feet.
  - (c) *Streets Parallel to a Limited Access Highway*. Streets parallel to a limited access highway or railroad right-of-way, when intersecting a major street and highway or collector street which crosses said railroad or highway, shall be located at a minimum distance of two hundred fifty (250) feet from said highway or railroad right-of-way. Such distance, where desirable and practicable, shall be determined with due consideration of the minimum distance required for the future separation of grades by means of appropriate approach gradients.
  - (d) *Minor Streets*. Minor streets immediately adjacent and parallel to railroad rights-of-way shall be avoided, and location of minor streets immediately adjacent to arterial streets and highways and to railroad rights-of-way shall be avoided in residential areas.

- ☐ 49. The minimum right-of-way and street surface width of all proposed streets and alleys shall be of the width specified by the Master Plan, official map or neighborhood development study; of if no width is specified therein; the minimum widths shall be as provided in Section 1-1-70(f)(3).
- ☐ 50. Street Grades. Maximum street grades shall not exceed the following: Arterial streets and highways, 6 percent; alleys, collector and local streets, 8 percent, local streets and alleys, 10 percent, and pedestrian ways, 12 percent unless steps of acceptable design are provided.
- ☐ 51. Where necessitated by exceptional topography and where approved by the Town Engineer, Plan Commission and Town Board, these grades may be exceeded but in no event shall the grade of any street exceed 12 percent or be less than 0.5 percent.
- ☐ 52. All changes in street grades shall provide sight distances, as conditions require as determined by the Town Engineer. Sight distances calculations shall be done in accordance with the provisions of the Wisconsin Department of Transportation Facilities Development Manual.
- ☐ 53. Radii of Curvature. When a continuous street centerline deflects by more than five (5) degrees, a circular curve shall be introduced having a radius of curvature on said centerline of not less than the following:
  - (a) A tangent of at least one hundred (100) feet in length shall be provided between reverse curves on arterial and collector streets.
  - (b) Arterial streets and highways – 500 feet.
  - (c) Collector streets – 300 feet.
  - (d) Local streets – 150 feet.
- ☐ 54. Half streets: Half streets shall not be platted unless necessary to provide the full width of an existing street platted to half width. All newly platted streets shall be platted to the required full width. Where a half street exists adjacent to a proposed land division, the subdivider shall endeavor to acquire and dedicate the remaining half street.
- ☐ 55. Street Intersections:
  - (a) Streets shall intersect each other at as nearly right angles as topography and other limiting factors of good design permit.
  - (b) Number of street converging at one (1) intersection shall not be more than two (2).
  - (c) Number of intersections along major streets and highways shall be held to a minimum. Wherever practicable the distance between such intersections shall not be less than 1,200 feet.
  - (d) Property lines at street intersections shall be rounded with a minimum radius of fifteen (25) feet. The Plan Commission may require a larger radius where desirable.
  - (e) Local streets shall not necessarily continue across arterial or collector streets; but if the centerline of such minor streets approach the major streets from the opposite sides within 150 feet of each other, measured along the centerline of the arterial or collector street, then the location shall be so adjusted that the adjointment across the major or collector street is continuous; and a jog is avoided.

## BLOCKS

- ☐ 56. The widths, lengths, and shapes of blocks shall be suited to the planned use of the land; zoning requirements; need for convenient access, control and safety of street traffic; and the limitations and opportunities of topography.
- ☐ 57. Blocks in residential areas shall not as a general rule be less than 500 feet nor more than 1,200 feet in length unless otherwise dictated by extenuating topography or other limiting engineering factors.
- ☐ 58. Pedestrian ways of not less than ten (10) feet in width may be required near the center and entirely across any block over 900 feet in length where deemed essential by the Town Plan Commission to provide adequate pedestrian circulation or access to schools, shopping centers, churches or transportation facilities.
- ☐ 59. Sidewalks may be required by the Town Board to provide pedestrian access where deemed essential.
- ☐ 60. Bikeways may be required where deemed essential by the Town Board. Bikeways shall be constructed of bituminous pavement, at least eight (8) feet in width, in accordance with standard Town specifications.
- ☐ 61. Blocks shall have sufficient width to provide for two (2) tiers of lots of appropriate depth except where otherwise required to separate residential development from through traffic.
- ☐ 62. All utility lines for electrical power and telephone service shall be placed on mid-block easements along rear lot lines or side lot lines, where necessary.

## LOTS

- ☐ 63. The size, shape, and orientation of lots shall be appropriate for the location of the subdivision and for the type of development and use contemplated. The lots should be designed to provide an aesthetically pleasing building site and a proper architectural setting for the building contemplated.
- ☐ 64. Double frontage and reversed frontage lots shall be avoided except where necessary to provide separation of residential development from traffic arteries or to overcome specific disadvantages of topography and orientation.
- ☐ 65. Residential lots shall have a minimum area of 40,000 square feet and a minimum width of 80 feet of frontage at the street, and 150 feet at the building line provided, however, that the requirements of the zoning regulations insofar as they specify greater areas or distance shall be complied with.
- ☐ 66. Residential lots served by private sewage disposal facilities shall comply with the rules of the Wisconsin Department of Health and Social Services, and the State Board of Health.
- ☐ 67. Each lot shall front or abut on a public street for a distance of 80 feet minimum and a cul-de-sac for a minimum of 50 feet.



- ☐ 68. Side lot lines shall be as nearly as possible at right angles to straight street lines or radial to curved street lines on which the lots face.
- ☐ 69. Corner lots shall have sufficient width to permit adequate building setbacks from side streets.
- ☐ 70. Excessive depth in relation to width shall be avoided and a proportion of 4 to 1 (4:1) shall be considered as acceptable ratio under normal conditions.
- ☐ 71. Residential lots fronting or backing on arterial streets shall be platted with extra depth to permit generous distances between the buildings and such trafficways.
- ☐ 72. Depth of properties reserved or platted for commercial or industrial use shall be adequate to provide for the off-street service and parking facilities required by the type of use and development contemplated.
- ☐ 73. Lands lying between the meander line and water's edge and any otherwise unplattable lands which lie between a proposed subdivision and the water's edge shall be included as part of lots, outlots or public dedications in any plat abutting a lake or stream.
- ☐ 74. Lot drainage patterns shall be indicated on the plat (or a separate sheet) and shall take into account flow conditions from off-site as well as out-flow onto downstream properties.
- ☐ 75. Special building setback lines if not adequately controlled by County Zoning Code.
- ☐ 76. All new electric distribution lines, all new telephone lines from which lots are individually served, all new telegraph lines, community antenna television cables and services, installed within a newly-platted area, mobile home park, cluster development or planned development, shall be underground unless the Plan Commission shall specifically find after study otherwise.
- ☐ 77. Easement Conditions. Adequate easements shall be provided and dedicated in each side of all rear lot lines, and on side lot lines where necessary, for the installation of storm and sanitary sewers, gas, water, electric lines, telephone and cable television communication lines. Such easements as required by the Town or other private utility lines shall be noted as "Utility Easements" on the final plat or certified survey map. All easements for storm and sanitary sewers, water, bike paths, and pedestrian walks, and other public purposes shall be noted thereon as "Public Easement for" followed by reference to the use or uses for which they are intended. All utility lines for electric power and telephone service shall be placed on mid-block easements along rear lot lines whenever carried on overhead poles.
- ☐ 78. Drainage Easements. Where a subdivision is traversed by a watercourse, drainage way, channel or stream, or stormwater runoff needs to be addressed, an adequate drainage way or easement shall be provided as required by the Plan Commission.
  - (a) The location, width, alignment and improvement of such drainage way or easement shall be subject to approval of the Plan Commission and parallel streets or parkways may be required in connection therewith.
  - (b) Wherever possible, the storm water drainage shall be maintained by a landscaped, open channel of adequate size and grade to hydraulically accommodate maximum potential flow volumes. These sizes and design details are subject to review and approval by the Town Engineer and the Plan Commission. In addition to the requirements for erosion control and stormwater runoff, the

developer shall provide all necessary easements and facilities to transport the water off the platted area in a manner satisfactory to the Town Engineer and the Town Board. Drainageways should substantially maintain existing water flow patterns onto neighboring lands.

## LAND SUITABILITY

- ☐ 79. No land shall be divided for any use which is held by the Town Plan Commission to be unsuitable for use by reason of flooding, inadequate drainage, adverse soil or rock formations with sever limitations for development, steep slopes, severe erosion potential or unfavorable topography, overall negative environmental impact, or any other feature likely to be harmful to the health, safety, or welfare of the future residents of the proposed subdivision or of the community. (Attach explanatory sheet if such conditions exist.) The Town Plan Commission, in applying the provisions of this section, shall in writing state the basis for its conclusion that the land is not suitable for residential use. Except as provided herein, the Plan Commission shall make a determination regarding land suitability at the time of pre-application conferences. The subdivider shall furnish such maps, data and information as may be necessary to make a determination of land suitability. In addition to the data required to be submitted with the Preliminary Plat or Certified Survey, the subdivider may be required to submit some or all of the following additional information for development located in an area where flooding or potential flooding may be a hazard:
  - ☐ (a) Two (2) copies of an aerial photograph, or two (2) maps prepared by a registered land surveyor or engineer which accurately locates the proposed development with respect to flood plain zoning district limits, if present, channel or stream fill limits and elevations, and flood-proofing measures taken or proposed to be taken.
  - ☐ (b) Two (2) copies of a typical valley cross-section showing the channel or the stream, the flood plain adjoining each side of the channel, cross-sectional area to be occupied by the proposed development, and high water information.
  - ☐ (c) Two (2) copies of a profile showing the slope of the bottom of the channel or flow line of the stream.
- ☐ 80. Floodland and shoreland boundaries and the contour line lying a vertical distance of two (2) feet above the elevation of the one hundred (100) year recurrence interval flood or, where such data is not available, two (2) feet above the elevation of the maximum flood of record within the exterior boundaries of the plat or within one hundred (100) feet therefrom.
- ☐ 81. Soil Types and their boundaries, as shown on the operational soil survey maps prepared by the U.S. Department of Agriculture, Soil Conservation Service.
- ☐ 82. Location and Results of Soil Boring Tests within the exterior boundaries of the plat conducted in accordance with section ILHR 85.06 of Wisconsin Administrative Code and delineation of areas with three (3) foot and six (6) foot groundwater and bedrock levels where the subdivision will not be served by public sanitary sewer service.
- ☐ 83. Location and Results of Percolation Tests within the exterior boundaries of the plat conducted in accordance with section ILHR 85.06 of Wisconsin Administrative Code where the subdivision will not be served by public sanitary sewer service.

- ☐ 84. Approximate Radii of all curves.
- ☐ 85. Any Environmental Corridors which exist within the exterior boundaries of the plat or located within one hundred (100) feet therefrom at the date of the survey.
- ☐ 86. If required by the Plan Commission and/or Town Board, a proposed subdivision layout of all or part of the contiguously owned land even though division is not planned at the time.
- ☐ 87. Existing Flora. The subdivider shall make every effort to protect and retain all existing trees, shrubbery, vines, and grasses not actually lying in the public roadways, drainageways, building foundation sites, private driveways, soil absorption waste disposal areas, paths, and trails. Such trees are to be protected and preserved during construction in accordance with sound conservation practices, possibly including the preservation of trees by well islands or retaining walls whenever abutting grades are altered, pursuant to a landscaping plan filed by the subdivider.
- ☐ 88. Additional Considerations:
- ☐ (a) Areas of archaeological and/or historical interest shall be designated by the State Historical Society.
  - ☐ (b) Areas of geological interest shall be designated by the State Geological and Natural History Survey.
  - ☐ (c) Suitability of land for private sewerage systems shall be determined in accordance with Chapter ILHR 83, Wisconsin Administrative Code.

The Town's determination that the requirements of the checklist have been satisfied is preliminary only and does not preclude or stop the Town Plan Commission or Town Board from making a finding that the preliminary plat does not comply, nor is the Town precluded from requesting additional information from the subdivider.

This checklist is intended as a summary or a guide to assist in determining whether the requirements of the Wisconsin statutes and Town ordinances are met. The specific statutory provisions and Town ordinances provisions always control over the checklist. Refer to the Town ordinances and/or state statutes in the event of specific questions.

Compliance with the checklist does not in any way entitle the developer to receive ultimate Town approval of the plat. The Owner/Subdivider understands that additional information, beyond all information provided in a completed preliminary plat submittal, may be required over the course of Town review.

The Owner/Subdivider understands that if any of the above-required information is not submitted and an acceptable explanation is not given as to why the required information is not submitted, the preliminary plat and related information will be returned to the Owner/Subdivider for resubmittal.

Owner/Subdivider \_\_\_\_\_ Date \_\_\_\_\_

Subdivider Complete Above Checklist for Town Review